



Department of Environmental Quality



To protect, conserve, and enhance the Quality of Wyoming's
environment for the benefit of current and future generations

Matt Mead, Governor

Todd Parfitt, Director

MEMORANDUM

To: Section 319 and 205(j) Project Sponsors
From: Jennifer Zygmunt, WDEQ NPS Program Coordinator
Date: 2/19/2016
Re: Instructions for Completing MBE/WBE Forms

Dear 319 and 205(j) Project Sponsors,

A condition required in your Section 319 or 205(j) cooperative agreement is to complete the MBE/WBE form (EPA form 5700-52A) for minority business enterprises (MBEs) and woman business enterprises (WBEs). See Part 7.L of your cooperative agreement:

The Recipient shall submit, by October 30 of each year and with Recipients' final reimbursement request, the EPA Form 5700-52A "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements," to the DEQ Project Officer.

A link to the MBE/WBE form is posted on the [NPS Program Sponsor website](http://www.nps.gov/program/sponsor/). The form is also available directly from the EPA website at the following link: http://www.epa.gov/sites/production/files/2014-09/documents/epa_form_5700_52a.pdf. This form will need to be completed and mailed/e-mailed/faxed back to my attention by October 30th of each year. My contact information is shown below:

Jennifer Zygmunt
WDEQ-Water Quality
200 W. 17th Street, 4th Floor
Cheyenne, WY 82002
Phone: 307-777-6080
Fax: 307-777-5973
Email: jennifer.zygmunt@wyo.gov

A final MBE/WBE is also due at the same time you submit your final reimbursement request for the project. Instructions for completing the form are included in the last two pages of the form. Some

Herschler Building - 122 West 25th Street - Cheyenne, WY 82002 - <http://deq.state.wy.us>

ADMIN/OUTREACH
(307) 777-7758
FAX 777-3610

ABANDONED MINES
(307) 777-6145
FAX 777-6462

AIR QUALITY
(307) 777-7391
FAX 777-6937

INDUSTRIAL SITING
(307) 777-7369
FAX 777-6937

LAND QUALITY
(307) 777-7756
FAX 777-5864

SOLID & HAZ WASTE
(307) 777-7752
FAX 777-5973

WATER QUALITY
(307) 777-7781
FAX 777-5973



additional instructions and/or information to assist you with completing some of the fields are shown below:

- **1A:** Enter the last two digits of the federal fiscal year you are reporting for. The federal fiscal year runs 10/1 – 9/30. For example, Federal Fiscal Year (FFY) 2016 runs 10/1/15 – 9/30/16. The report that is due October 30th, 2016 will be for FFY2016. The report due October 30th, 2017 will be for FFY2017, etc...
- **1B:** Please check “Annual” if submitting the report for the annual 10/30 deadline. Check “Last Report” if the project has been completed and you are submitting the final MBE/WBE with your final reimbursement request.
- **1C:** Please check “No.”
- **2A – 2C:** Please use the following for the EPA Contact Information:
 - Office Address: U. S. EPA – Region 8, 1595 Wynkoop Street, Denver, CO 80202 – 1129
 - Name: Marshall Pullman
 - E-mail: Pullman.marshell@epa.gov
 - Phone: 303-312-6499
 - Fax: 303-312-6685
- **3A-3B:** This is the contact information for your agency/organization. In 3A, enter your organization’s name and address. In 3B, please enter the name, address, email, and phone for the person to contact concerning this report.
- **4A:** The financial assistance agreement ID number is the grant number. You can find your grant number(s) in the “Update Project Task Information” section of your Project Management Database or in the “Project Info” tab of your guidance binder. An example would be C9008630-15. If you have more than one grant number, please list all of them.
- **4B:** Please use 66.460 for Section 319 projects and 66.454 for Section 205(j) projects.
- **5A:** Under “EPA Share”, put the federal amount of the contract or agreement. Under “Recipient Share” put the nonfederal match amount.
- **5B-5E and 6:** Refer to instructions provided on form.
- **Part II:** List the amounts of MBE and WBE procurements (payments) made. Check “Sub-Recipient” and follow the instructions provided on the form for the rest of the columns.

Please do not hesitate to contact me if you have any questions about MBE/WBE requirements or completing this form.

Jennifer

JZ/jz